



Worcestershire PLD Online PLD Leader User Guide

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Access the Site

1. To access the Live site, go to: www.worcestershire.gov.uk/pld
2. Select 'Early Years & Childcare' and Login, (view Early Years Quick User guide for process)

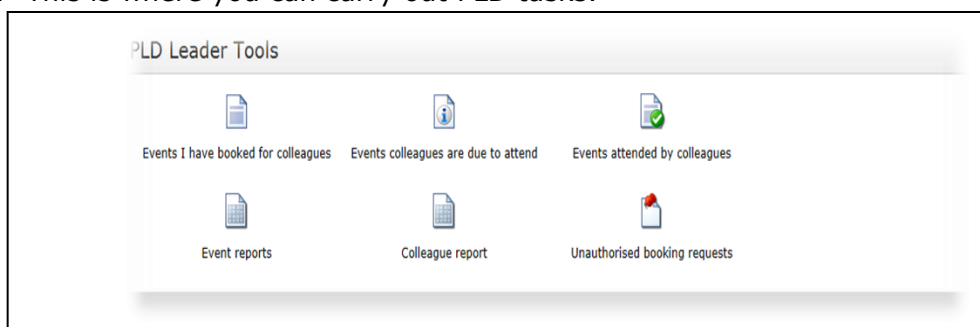


My PLD Online

1. To access your "My PLD Online" area click on 'My PLD Online' in the top menu.

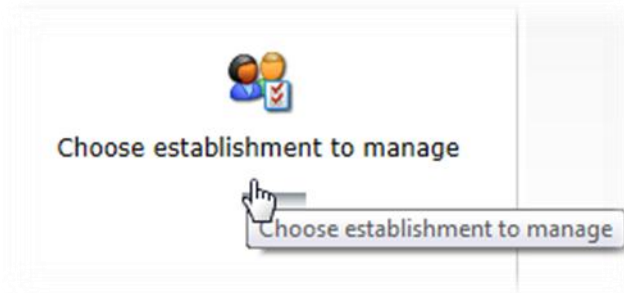


2. This is where you can carry out PLD tasks.





3. If you are a PLD Leader (Ofsted Main Contact) at more than one establishment/department you will see a link for 'Choose establishment to manage' where you can select which establishment to manage.



Making a Booking on Behalf of a Colleague

1. Click 'Search Events'.
2. This will take you to the Search Events page.

Search Events

Keyword	<input type="text"/>	Event Code	<input type="text"/>
Starts during or after	<input type="text" value="Today"/>	Event type	<input type="text" value="All Events"/>
Subject	<input type="text" value="All Subjects"/>	Target Audience	<input type="text" value="Select a target audience"/>
Event Category	<input type="text" value="All categories"/>		
Key Stage	<input type="checkbox"/> KS4 <input type="checkbox"/> KS5 <input type="checkbox"/> KS3 <input type="checkbox"/> KS 2		
Search			

3. Select your search criteria and click 'Search' or alternatively select the course date from the calendar.
4. When you have found an event you would like to request a place on, select 'Request a Place'.


A Test Course


Starts: Friday 20 September 2013 09:00 - 09:30 **Event code:** CCC/13/064


Venue: WebBased Ltd **Map**


About this event:
An Event Description

Session	Session Date	Session Time	Session Venue	Map
Session 1	Friday 20 September 2013	09:00 - 09:30	WebBased Ltd	Map
Session 2	Saturday 21 September 2013	12:00 - 17:30	WebBased Ltd	Map

Request a place 

Full Details 

Print Event 

Save Event 



5. Click 'Request a place on behalf of a colleague'.

Complete the form below to request a place on the event
 Click here to add a colleague to PLD Online

Event Title	Advanced Knitting and Crochet (AKC1)
Venue	WebBased Ltd, 17 Research Way, PL6 8BT Map
Start time and date	09:00 - 16:30 Monday 23 September 2013
Your name	Ian Robinson

Request a place on behalf of a colleague

6. If you are a PLD Leader for more than one establishment/department, you will need to select the relevant establishment before you can select a colleague.

Start time and date	Select a department WebBased Ltd Ballard House Training Rooms *	September 2013
Colleague's department		

7. Select a colleague from the 'Colleague's name' drop down list.

Colleague's name	Admin, Webbased - WebBased Ltd Blackwell, Jan - WebBased Ltd Carter, Hayley - WebBased Ltd Hannant, Rose - WebBased Ltd Hedges, Geoff - WebBased Ltd Hoffman, Lara - WebBased Ltd Robinson, Adam - WebBased Ltd Robinson, Gemma - WebBased Ltd Robinson, Ian - WebBased Ltd Saunders, Matthew - WebBased Ltd Smith, Jessica - WebBased Ltd Sysadmin, W - WebBased Ltd Test, Webbased - WebBased Ltd Tuffley, Debby - WebBased Ltd	to PLD Online *
Cost		
Booking Requirements	ts can be updated through My PLD Online. If you have any requirements booking please complete the 'Booking Requirements' field below.	

8. If the staff member does not already have an account on the site, you can create one for them by clicking 'Click here to add a staff member'.

Add a colleague to Worcestershire County Council Colleagues Online

This process will allow you to book a place on behalf of a colleague. It will also create a (BETA) Worcestershire County Council Colleagues PLD Online user account for your colleague.

Title	Select
Firstname	
Lastname	
Role	Select
Establishment	Select an Organisation
Email address	(Enter the participants email address-if an email address is not entered the participant will not be able to receive email communications confirming their place)

Submit Cancel

9. Enter the colleague's details and click 'Submit'.
10. You will then be taken back to the request a place page where the staff member will now be shown in the drop down list.



11. You can select who you wish to receive email messages regarding the event by choosing 'Me' (PLD Leader) or 'Colleague'.

Who would you like to receive email messages regarding this event

☒ Colleague
☐ Me

12. Agree to the Terms and Conditions and click 'Submit'.

13. A confirmation message will be displayed.

Request a Place

Request a place Full Details Print Event Save Event Event List

> You have successfully added Webbased Test from WebBased Ltd to Advanced Knitting and Crochet

> Booking reference number is: CCC/100069

> Add another participant to this event

14. You can follow the progress of this booking from the 'My PLD Online' and selecting Events I have booked for Colleagues' page.

Events I have booked on behalf of colleagues

> This list shows all events that are due to run that you have booked on behalf of colleagues

[Back to My PLD Online](#)

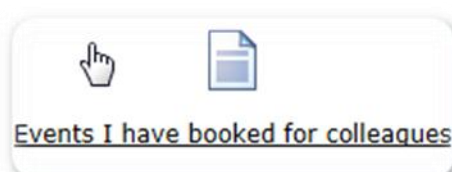
1 event found

Page 1 of 1

Participant: Webbased Test	
Advanced Knitting and Crochet	Code: AKC1
Date and time: Monday 23 September 2013 09:00 - 16:30	Booking Status
WebBased Ltd, 17 Research Way, PL6 8BT Map	Booking status: Unconfirmed
Show details Download documents Cancel booking	

Events (training courses) booked for colleagues

1. To view events (training courses) that you have booked on behalf of your staff click on the 'Events I have booked for Colleagues' link.





2. Click 'Show Details' to view the full event details.

Events I have booked on behalf of colleagues

➤ This list shows all events that are due to run that you have booked on behalf of colleagues

[Back to My PLD Online](#)

1 event found

Page 1 of 1

Participant: Adam User

Appraisal Training for Senior Managers

Code: EY 13/026

Date and time: Tuesday 24 September 2013 09:00 - 14:30

Booking Status


A Training Venue, 17 Research Way, PL6 8BT | [Map](#) |

Booking status:
Unconfirmed

[Show details](#) | [Download documents](#) | [Cancel booking](#) |

3. To cancel a booking click 'Cancel Booking'. You will be prompted to enter a cancellation request and this will be sent to the Event Administrator.

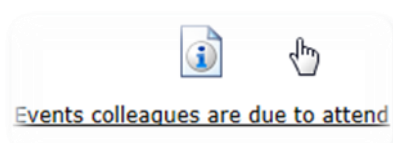
Cancel Request

Your name	<input type="text" value="Adam User"/> *
Your Organisation	<input type="text" value="WebBased Ltd"/> *
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>
Your Telephone	<input type="text"/>
Event Title	<input type="text" value="Appraisal Training for Senior Managers"/> *
Event Start Date	<input type="text" value="24 September 2013"/> *
Reason for Cancellation	<div><input type="text"/></div> <div>You have 150 characters remaining for cancellation reason.</div>
Enter the code exactly as you see it in the image	<div>  </div> <div> <input type="text" value="Type the two words"/> <input type="button" value="reCAPTCHA™ stop spam."/> </div>
<input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy	

It is the responsibility of the member of staff who books training to ensure that any cancellations are made within the correct time frame stated within the Terms and Conditions which are agreed to at the point of booking. A copy is available at www.worcestershire.gov.uk/earlyyearstraining

Events (training courses) colleagues are due to attend

1. To view upcoming events (training courses) for staff at your establishment click 'Events Colleagues are due to attend'.





- For full event details click on the 'Show Details' link.

Event: Appraisal Training for Senior Managers		Show details
Date and time: Tuesday 24 September 2013 09:00 - 14:30		Code: EY 13/026
Venue: A Training Venue, 17 Research Way, PL6 8BT Map		
Adam User - WebBased Ltd	Cancel booking	Booking status: Unconfirmed

Event Details



Appraisal Training for Senior Managers

Event Code	EY 13/026
Event Description	Appraisal Training for Senior Managers in schools, suitable for all phases.
Key stages	KS 2 KS3 KS4 KS5
Subjects	Continuing Professional Development / English / Safeguarding
Target audience	Administrators / Coordinators / Governors
Admin contact	Richard Clarke (suzanne.french@webbased.co.uk)
Tutors	Rachel Green
Course Costs	£0.00

Session	Session Date	Session Time	Session Venue	Map
Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	Map

- To cancel a booking click 'Request Cancellation of this booking'.
- You will be prompted to enter a cancellation reason which will be sent to a system administrator to approve the cancellation.

Cancel Request

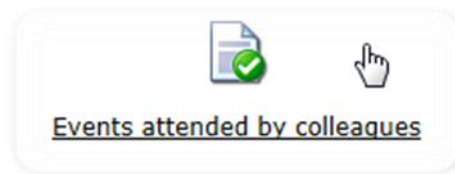
Your name	Adam User *
Your Organisation	WebBased Ltd *
Your e-mail Address	cpd-test@support.webbased.co.uk
Your Telephone	
Event Title	Appraisal Training for Senior Managers *
Event Start Date	24 September 2013 *
Reason for Cancellation	<div></div> <p>You have 150 characters remaining for cancellation reason.</p>
Enter the code exactly as you see it in the image	 <p>Type the two words</p> <p>Privacy & Terms </p>
<input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	



It is the responsibility of the member of staff who books training to ensure that any cancellations are made within the correct time frame stated within the Terms and Conditions which are agreed to at the point of booking. A copy is available at www.worcestershire.gov.uk/earlyyearstraining

Events (training courses) attended by colleagues

1. To view events (training course) colleagues at your establishment have attended click on 'Events attended by Colleagues'.



2. If evaluations have been entered you can view by clicking 'View Evaluations'.

Events attended by your colleagues

10 bookings found		Back to My PLD Online	
Page 1 of 1			
Event: An Introduction to Teaching		Show details	
Date and time: Tuesday 23 July 2013 09:00 - 09:30		Code: CCC/13/070	
Venue: WebBased Ltd, 17 Research Way, PL6 8BT		Map	
Adam User - WebBased Ltd		Booking status: Confirmed	

3. Once the evaluations have been completed certificates can also be accessed from this screen

PLD Leader Reports

PLD Leader Reports are available from the My PLD Online page.

1. For the event report click 'Event Reports'.



2. Select your report criteria and click 'Submit'.



Report	Event Attendance History ▼
LA	Worcestershire
Establishment	WebBased Ltd
Date range	From 27 August 2013 to 27 August 2013
Subjects	<div>Continuing Professional Development English Safeguarding Science</div> <p>(Hold down Ctrl to select more than one subject)</p>
Target Audience	<div>Administrators Coordinators Governors sue</div> <p>(Hold down Ctrl to select more than one target audience)</p>
Order results by	Participant name ▼
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

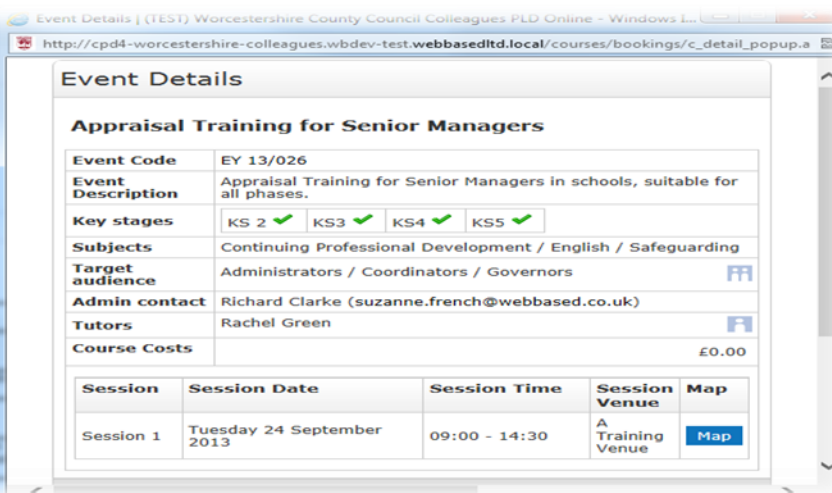
3. The results will be shown, as per example below:

Page 1 of 3 Next page >>

First name	Last name	Register Status	Organisation	Event Title	Subjects	Start Date	Time
Jade	Bloggs	Not marked	Webbased School	Appraisal Training for Senior Managers	Continuing Professional Development / English / Safeguarding	Tuesday 24 September 2013	09:00 - 14:30
Jade	Bloggs	Did not attend	Webbased School	Safeguarding in Education Train the Trainers course	Continuing Professional Development	Monday 15 July 2013	09:00 - 15:00
Jade	Bloggs	Event Cancelled	Webbased School	Test Cancel	Continuing Professional Development / Safeguarding	Friday 19 July 2013	09:00 - 15:30
Jade	Bloggs	Not marked	Webbased School	Reading for Pleasure - a Whole School Approach - Lower School Staff	Continuing Professional Development / English / Safeguarding	Monday 22 July 2013	09:00 - 14:30
Jade	Bloggs	Event Cancelled	Webbased School	Testtttt	Continuing Professional Development	Friday 19 July 2013	09:00 - 15:30
Jade	Bloggs	Attended	Webbased School	First Steps into Leadership	Continuing Professional Development / English / Safeguarding	Thursday 18 July 2013	09:00 - 14:30
Jade	Bloggs	Attended	Webbased School	Register Mark Test	Continuing Professional Development / Safeguarding	Friday 19 July 2013	09:00 - 15:30

4. Click on the Event Title to view the event details.

ion	Event Title
ol	Appraisal Training for Senior Managers
ol	Safeguarding in Education Train the Trainers course
ol	Test Cancel
ol	Reading for Pleasure - a Whole School Approach - Lower School Staff
ol	Testtttt



Event Details

Appraisal Training for Senior Managers

Event Code EY 13/026

Event Description Appraisal Training for Senior Managers in schools, suitable for all phases.

Key stages KS 2 ✓ KS3 ✓ KS4 ✓ KS5 ✓

Subjects Continuing Professional Development / English / Safeguarding

Target audience Administrators / Coordinators / Governors

Admin contact Richard Clarke (suzanne.french@webbased.co.uk)

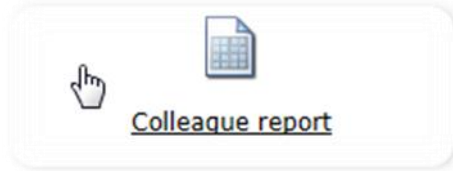
Tutors Rachel Green

Course Costs £0.00


Session	Session Date	Session Time	Session Venue	Map
Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	<input type="button" value="Map"/>



- For the Colleague Report click 'Colleague Report' from either the 'Report' drop down or select the icon from the PLD Leader tools area of the My PLD Online screen.



- Select your search criteria and click 'Submit'.
- The results will be show as per the example below.

13 colleagues found  Excel Version (13 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Jade	Bloggs	23	Show details
Joe	Bloggs	22	Show details
Joey	Bloggs	18	Show details
Richard	Clarke	6	Show details
Christine	Clarke	1	Show details
Dan	Grigg	4	Show details
Lauren	Mcglinchey	5	Show details
Laura	Parker	28	Show details
Peter	Parker	27	Show details
Amber	Red	6	Show details
Mike	Smith	15	Show details
Jane	Smith	10	Show details
Jess	Smith	1	Show details

- Click 'Show Details' to view the full details.

Events for bookings attended/not attended by Jade Bloggs


4 events found [Back to reports](#)

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Event title	Event start date	Attended
Register Mark Test	Friday 19 July 2013	Yes
First Steps into Leadership	Thursday 18 July 2013	Yes
Safeguarding in Education Train the Trainers course	Monday 15 July 2013	No
Early Reading Development	Sunday 9 June 2013	Yes



Support

1. For support please view the  tab on the left hand side of the screen.
 - Log in problems (technical)
 - Password problems
 - PLDadministrator@worcestershire.gov.uk
 - Staff are not attached to my establishment
 - Staff have left
 - Duplicate staff
 - Problems booking training
 - Rachael Oakley, roakley2@worcestershire.gov.uk or 01905 822658
 - Checking staff are booked onto Training courses (events)
 - Workforce Training and Conference Team(WTCT) 01905 765901 or workforcesupport@worcestershire.gov.uk